

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS

INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL

NUMBER RECORD TITLE/DESCRIPTION/AND RETENTION

19 (CF) CASE FILES

190101 CLINICAL NURSING RECORDS

This series contains comprehensive nursing records for long-term ongoing cases including (a) Skilled nursing; (b) Community health nursing services; (c) TB; (d) Early and Periodic Screening Diagnosis & Treatment (EPSDT); (e) Optimal Pregnancy Outcome Program (OPOP); (f) Maternal and child health visits (i.e. pre-post natal); (g) Mental health visits; and (h) Child abuse. Client records for short-term care including (a) Adult health maintenance, home visits, adult wellness screening services. Also includes hypertension records (record of blood pressure, name, address, etc., short health history).

RETENTION: Retain for 3 years after case is closed (ACC), then dispose by shredding.

190102 SCHOOL HEALTH RECORDS

This series contains school health records (screening results, counseling, emergency care) which are not part of the child's school cumulative folder, but are kept by the community health nurse in her office or in the nurse's office in school.

RETENTION: Retain until the child graduates from school, at which time they may be given to the school or destroyed by shredding.

190103 IMMUNIZATION RECORDS

This series contains a record of what immunizations the child has been given: type of vaccine (measles, polio, etc.), where given, dosage and lot number of vaccine. Record may include a white tickler card and the yellow immunization folder.

RETENTION: Retain for 5 years after the child graduates from high school, then dispose by shredding.

**190107 CRIPPLED CHILDREN'S SERVICE FIELD CLINIC EXAMINATION
REPORT FORMS**

This series contains a report from crippled children's clinic sent to the public health nurse. It is the final report of finding by the physician and their recommendations.

RETENTION: Retain for 1 year after completion, then dispose by shredding.

190108 RAPID INSPECTION

This series contains a record of one-time (occasionally two-time) visits to nurse for a rapid inspection of health problem (rash, bug bite, etc.). Data includes client name, problem, and treatment.

RETENTION: Retain for 1 year after completion, then dispose by shredding.

44 (FM) FORMS MANAGEMENT

440101 AGENCY PROGRAMS FORMS

This series contains county program files containing forms and testing procedures.

RETENTION: Retain while current (UD), dispose of obsolete forms and procedure by landfill.

45 (GC) GENERAL CORRESPONDENCE

450102 GENERAL CORRESPONDENCE, NON-CLIENT RELATED

This series contains correspondence the public health nurses may receive that is not specifically related to clients. Meeting announcements, etc.

RETENTION: Retain until updated (UD), then dispose by landfill.

60 (PER) PERSONNEL

600701 DAILY ACTIVITY REPORTS

This series contains daily log of community health nursing activities sent semi-monthly to Division of Community Health Nursing, North Dakota Department of Health.

RETENTION: Retain for 3 months (until quarterly report is received), then dispose by landfill.

80 (SPS) PROGRAMS, PROJECTS, AND SERVICES

800210 SCREENING FORMS

This series contains lists of children and adults seen for routine screening procedures: 1. School - vision, hearing, scoliosis, etc.; 2. Adult - glaucoma, etc.

RETENTION: Retain for 1 year after date of completion, then dispose by shredding.

800401 IMMUNIZATION CONSENT FORM

This series contains a form the parent or guardian signs authorizing the nurse to give the immunization. The consent form contains information on the vaccine so parents or guardians are aware of what the child is getting and the consent/signature portion.

RETENTION: Retain for 10 years following immunization, then dispose by shredding.

800601 CAR SEAT PROGRAM RECORDS

This series contains records of type of seat, district number, name of person issued car seat, amount of deposit and includes evaluation form, refund, education form and receipt books.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

801101 AUDITS, QUALITY ASSURANCE

This series contains nursing record audit. Primary purpose of the audit is to ensure the quality of care given clients. An audit of the records is done to see that care given is appropriate and recorded on forms.

RETENTION: Retain for 1 year after date of completion, then dispose by landfill.

90 (S/S/R) SURVEY/STUDY/REPORT

900408 QUARTERLY REPORTS - RECAP OF DAY SHEET

This series contains a recap of daily activity reports (by individual nurse and agency) for the quarter. Report is generated by Maternal and Child Health Division, North Dakota Department of Health and sent to the counties, etc.

RETENTION: Retain for 1 year, then dispose by landfill.

900409 YEARLY REPORT - RECAP NURSING DAY SHEETS

This series contains the yearly report by agency recapping nursing activity. Data is entered by day (Nurse Day Sheets) then recapped by quarter and then yearly.

RETENTION: Retain for 5 years, then dispose by landfill.